



REQUEST FOR QUALIFICATIONS
Engineering Design Services for a Storm Drain Pump Station in Woodlake

1.0 SUBMISSION INSTRUCTIONS

SEALED PROPOSALS must be submitted by: **4:00 p.m. PST Friday, October 7, 2016.**

Submit proposal to:

City of Woodlake
350 N. Valencia Blvd.
Woodlake, CA 93286
Attn: Jason Waters, Community Services Director
jwaters@ci.woodlake.ca.us

Number of copies to be submitted: One (1) original plus three (3) copies

Proposals received after the above-mentioned time and date may not be considered. Your proposal must include the name, e-mail address and telephone number of a contact person.

2.0 INTRODUCTION

The City of Woodlake, hereinafter referred to as “CITY”, is seeking proposals from consultants to perform engineering design services for a new storm drain pump station located on the site of Naranjo Blvd. near Manzanillo in Woodlake.

The project is being funded by the Community Development Block Grant program. Any questions about the Request for Proposals can be submitted to Jason Waters (jwaters@ci.woodlake.ca.us).

3.0 SCOPE OF WORK/PROJECT DESCRIPTION

The City of Woodlake is seeking proposals from consultants to perform engineering design services for a new storm drain pump station located south of Naranjo Blvd. near Manzanillo in Woodlake.

In Woodlake, storm water flows from the north to the south. One of the drainage shed areas has water flowing south into Miller Brown Park, which acts as a detention basin. Water is pumped from the basin, over a levee and into Bravo Lake. The pump that is used for pumping has been in place since the 1950s. The existing pump is powered with diesel fuel.

The project scope consists of removing the existing diesel pump and replacing it with an electric powered pump. The Consultant will coordinate with staff to establish design criteria and engineering specification as it relates to the new pump. When necessary, the consultant will conduct field visits to determine potential design and construction conflicts and verify field topography data. Consultant shall review design criteria, key issues and make recommendations to the City.

4.0 PROPOSAL REQUIREMENTS

Please include the following in the proposal:

1. Name and address of main office
2. A resume of the individuals who will be assigned to the design team. Descriptions of experiences in similar projects should be included within each resume. Identify the specific individuals who will actually do the design work. The project manager or the design engineer must be a registered civil engineer with experience in similar projects.
3. A brief statement telling how the firm will undertake the project and why the consultant feels that its firm should be considered for this project.
4. A list of similar projects that the firm has worked on within the past five years. A brief statement describing each project and the specific work performed by the consultant should be included.
5. A schedule outlining the projects time for completion.
6. A sealed fee proposal for the project under a separate cover.

5.0 PROPOSAL EVALUATION

Evaluation of the submitted proposal will be based on:

1. Experience of the firm in similar projects, particularly in the design of water/sewer/storm water systems for small communities.
2. Proposed plan of action (scope of work) and its appropriateness to the community.

6.0 SELECTION AND SCHEDULE

The CITY will select a consultant from the received proposal and may request interviews with the consultants if needed. After the most qualified engineering firm is chosen, then the fee is negotiated. If negotiation of reasonable fees is not possible, then fees are negotiated with the next most qualified engineering firm. The firm must be licensed to perform the required services in California.

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| • RFQ Release Date | September 2, 2016 |
| • RFQ Responses Due | October 7, 2016 |
| • Interviews | Week of October 10 th |
| • Contract Award | October 24, 2016 |
| • Issue Notice To Proceed Approximately | November 24, 2016 |

7.0 COST PROPOSAL

Consultant shall provide a sealed cost to complete the work.

8.0 DISCLAIMERS

This RFQ does not commit the CITY to enter into a contract, nor does it obligate the CITY to pay for any costs incurred in preparation and submission of qualifications or in anticipation of a contract. The CITY may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by a consultant, and/or require additional evidence of qualifications to perform the work described in this RFQ. All qualifications will be subject to public disclosure as required by the California Public Records Act.

The CITY reserves the right to:

1. Reject any or all proposals;
2. Issue subsequent Requests for Proposal;
3. Cancel the entire Request;
4. Appoint an evaluation committee to review the qualifications;
5. Alter the Selection Process Dates;
6. Remedy technical errors in the RFQ process;
7. Seek the assistance of outside technical experts in qualification evaluation;
8. Approve or disapprove the use of particular subcontractors;
9. Establish a short list of consultants eligible for interviews after review of written qualifications;
10. Negotiate with any, all, or none of the Proposers;
11. Solicit best and final offers from all or some of the Proposers;

12. Award a contract to one or more Proposers;
13. Accept other than the lowest offer; and/or,
14. Waive informalities and irregularities in proposals.

9.0 OTHER REQUIREMENTS

Consultant shall be required to possess, at his/her own expense, a valid and current City of Woodlake Business License, prior to commencing work.

10.0 ATTACHMENTS

1. Map of Pump Location
2. Storm Drain System Master Plan (available upon request)

